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**General Data Protection Regulation Policy**

**Statement.**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection

Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be ‘processed fairly & lawfully’ and ‘collected for speci- fied, explicit and legitimate purposes’ and that individuals data is not processed without their knowledge and are only processed with their ‘explicit’ consent. GDPR covers personal data relat- ing to individuals. Building Blocks Preschool and Daycare Ltd is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Building Blocks Preschool and Daycare Limited is registered with the ICO (Information Commissioners Office) under registration reference: ZA204908 and has been registered since 27th April 2015.

GDPR includes 7 rights for individuals

1) The right to be informed

Building Blocks Preschool and Daycare Ltd is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent’s names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children’s’ full names, addresses, date of birth and Birth Certificate number and 2 year reviews of children in our care.

We are required to collect certain details of visitors to our pre-schools. We need to know visits names, telephone numbers, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Building Blocks Preschool and Daycare Limited is required to hold data on its employ- ees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver’s license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to UKCRBs for the processing of DBS checks.

Building Blocks Preschool and Daycare Limited uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

2) The right of access

At any point an individual can make a request relating to their data and Building Blocks Preschool and Daycare Limited will need to provide a response (within 1 month). Building Blocks Preschool and Daycare Limited can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection.

3) The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Building Blocks Preschool & Daycare Limited has a legal duty to keep children’s and parents details for a reasonable time\*, Building Blocks Preschool and DaycareLimited retain these records for 3 years after leaving pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after the member of leaves employment, before they can be erased. This data is archived securely offsite and shredded after the legal retention period. There is a full Risk Assessment (audit report) in place for transportation and storage. A copy of this Risk Assessment can be provided upon request.

4) The right to restrict processing

Parents, visitors and staff can object to Building Blocks Preschool and Daycare Limited processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5) The right to data portability

Building Blocks Preschool and Daycare Limited requires data to be transferred from one IT system to another; such as from Building Blocks Preschool and Daycare Limited to the Local Authority, to shared settings and to Babydays Online Learning Journal. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations Building Blocks Preschool and Daycare Limited does not use personal data for such purposes.

**Storage and use of personal information**

All paper copies of children's and staff records are kept in a locked office and a locked filing cabinet in Building Blocks Preschool and Daycare Ltd . Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Building Blocks Preschool and Daycare Limited collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child’s file and stored appropriately.

Information regarding families’ involvement with other agencies is stored both electronically on an external hard drive and in paper format, this information is kept in a locked office and Filing cabinet at Building Blocks Preschool & Daycare.These records are shredded after the relevant retention period.

Upon a child leaving Building Blocks Preschool and Daycare Ltd.and moving on to school or mov- ing settings, data held on the child may be shared with the receiving school. Such information will be sent via the internal Early Years Portal of Surrey County Council, or children attending school outside Surrey County Council the parent/carer will be given the data to deliver to the receiving school.

Building Blocks Preschool and Daycare Limited stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained via the Model Re- lease form. No names are stored except images in photo albums (uploaded on Apparent), displays in the setting, on the website and Building Blocks Preschool social media sites (Building Blocks Preschool Facebook page).

Children’s photographs of activities are uploaded on website / Building Blocks Facebook page/ Apparent, with the prior permission of parents, gained at the point of entry ( signed permission in children’s Enrolment forms).

Apparent App- Only Preschool Parents ( with children currently at the Preschool) will be sent an invitation to Apparent App ( with a unique code).

Parents will be required to register themselves using the unique code. They can accept or reject the invitation.

Apparent App- is a perfect way to share to share messages, other important information and photos with parents.

It is a closed, secure and two-way Communication platform for preschool teachers to keep parents informed about classroom news and updates, as well as uploading and sharing high resolution photo albums.

Parents will have access to all features of the App after authentication by the preschool teacher / member of management team.

Once registered on the App , the parents’

email address will be visible to other preschool parents only on Apparent App, which is a closed group . However it’s upon parents discretion to register themselves on the Apparent App, using their personal details.

If you do not agree to this , please let us know by sending us an email at:

admin@buildingblockspreschool.co.uk

Access to all Office computers and Baby Days Online Learning Journal is password protected.

When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet.

GDPR means that Building Blocks Preschool and DaycareLimited must;

\* Manage and process personal data properly

\* Protect the individual’s rights to privacy

\* Provide an individual with access to all personal information held on them

This Policy was adapted at a meeting at a directors meeting at Building Blocks Preschool and Daycare Ltd -May 2018

COOKIE POLICY

What are Cookies

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or ‘break’ certain elements of the sites functionality.

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For more general information on cookies see the Wikipedia article on HTTP Cookies.

How We Use Cookies

We use cookies for a variety of reasons detailed below. Unfortunately in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

Disabling Cookies

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of the this site. Therefore it is recommended that you do not disable cookies.

The Cookies We Set

* **Account related cookies:** If you create an account with us then we will use cookies for the management of the signup process and general administration. These cookies will usually be deleted when you log out however in some cases they may remain afterwards to remember your site preferences when logged out.
* **Login related cookies**: We use cookies when you are logged in so that we can remember this fact. This prevents you from having to log in every single time you visit a new page. These cookies are typically removed or cleared when you log out to ensure that you can only access restricted features and areas when logged in.
* **Forms related cookies:** When you submit data to through a form such as those found on contact pages or comment forms cookies may be set to remember your user details for future correspondence.
* **Site preferences cookies:** In order to provide you with a great experience on this site we provide the functionality to set your preferences for how this site runs when you use it. In order to remember your preferences we need to set cookies so that this information can be called whenever you interact with a page is affected by your preferences.

###### Third Party Cookies

We also use social media button and link button on this site that allow you to connect with your social network in various ways and find us at daynurseries site for feedbacks, reviews and ranking.. For these to work the following social media sites including; facebook and daynurseries, will set cookies through our site which may be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

More Information

Hopefully that has clarified things for you and as was previously mentioned if there is something that you aren’t sure whether you need or not it’s usually safer to leave cookies enabled in case it does interact with one of the features you use on our site.

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However if you are still looking for more information then you can contact us through one of our preferred contact methods:

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* Email:
* Telephone number: 07590 749984/ 07887 393938